WAREHOUSE INVENTORY REPORTING
USER MANUAL

Department of Education

Federal Student Aid Program

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Contract #ACS-CSB-03-002

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SECTION 1.   INTRODUCTION

1.1. INTRODUCING THE WAREHOUSE INVENTORY REPORTING (WIR) SUBSYSTEM

The Guaranteed Student Loan (GSL) Warehouse Inventory Reporting System (WIR) tracks the inventory of Government Furnished Materials (GFM) and the location of archived documents stored in the Department of Education (ED) warehouse. WIR collects inventory data from the contractor through an on-line Customer Information Control System (CICS) screen. The on-line capability functions in two ways:

- o   Users are able to add, change, and delete GFM information which is stored in the WIR data base.

- o   Users are able to add, change, and delete box information which is stored in the WIR data base.

The users are designated individuals who work within the warehouse. The on-line screens will be used on an as-needed basis.

1.2. REFERENCES

- o   Contract #PM920010-01

- o   Conversion Development Task #9 and GPCC #950175

- o   GPCC #980190

- o   GPCC #990100

- o   Task Order #76

- o   GPCC #040137 and #050032

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1.3. USING THIS MANUAL

1.3.1. Structure

This document is organized as follows:

Section 1   This section includes a general description of the WIR Subsystem and an explanation of the keys and commands users will need to know.

Section 2   This section describes the options available to users of the subsystem. It includes step-by-step instructions for accessing the individual screens and entering the data required for each transaction.

Appendix A   This appendix includes an alphabetic listing of system messages and their resolutions/explanations.

Appendix B   This appendix includes a current copy of the Integrated Data Dictionary (IDD) Record Report. The IDD contains field names, descriptions, values, and data base sources.

1.3.2. Keyboard Notes

The following **[PF]** keys have functions that help the user navigate through the on-line CICS screens:

[PF3]   Use this key to return to the previous menu. Pressing **[PF3]** at the initial menu will exit the menu, and display a LOGOFF message on the CICS blank screen.

[PF7]   SCROLL BACK: Use this key to return to the previous screen. Scrolling functions can be performed only in multiple page screens.

[PF8]   SCROLL FORWARD: Use this key to move to the next screen. Scrolling functions can be performed only in multiple page screens.

[PF12]   CLEARS SCREEN: Use this key to clear the previously entered data on the screen and to allow entry of new information. This works the same as the CLEAR key.

1.4. ON-LINE STRUCTURE

1.4.1. Warehouse Inventory Reporting (WIR) Subsystem

The Warehouse Inventory Reporting Subsystem is accessed directly through the CICS Screen. Three screens comprise the subsystem. The first screen is the WIR Update GFM Information Screen (W200). The second screen is the Update Document Information Screen (W201). The third screen is the Portfolio Retrieval Inquiry Screen (W203).

1.4.2. Accessing Screens

Screens within this subsystem may only be accessed by entering the screen's unique four-character TRANID between the parentheses in the upper left-hand corner of the CICS screen.

The chart below lists the TRANIDs for each screen.

SCREEN	TRANID
Update GFM Information	W200
Update Document Information	W201
Portfolio Retrieval Inquiry	W203

1.4.3. Logging Off

To exit the system, press **[CLEAR]**. When "LOGOFF" appears at the top of the screen, press the **[ENTER]** key.

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SECTION 2.   WAREHOUSE INVENTORY REPORTING OPTIONS

2.1. UPDATE GFM INFORMATION SCREEN [TRANID = W200]

The GFM Information Screen (W200) allows the user to add, change, and delete GFM items which are stored in the WIR data base.

To access this screen:

> o   Sign on to CICS,
>
> o   Type W200 in the top left-hand corner of the CICS screen,
>
> o   Press **[ENTER]**.

The Update GFM Information Screen will be displayed.

```
 W200                  WAREHOUSE INVENTORY REPORTING SUBSYSTEM             TIME:08:46:37
 GSWIR200                    UPDATE GFM INFORMATION                        DATE:06/11/93
 ITEM NUMBER: XXXXXXXXXX                                ACTION:   (A=ADD/C=CHANGE/D=DELETE)

 DESCRIPTION: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      UNIT: XXXXXXX       NUMBER IN UNIT: 999,999     TYPE: X

   STARTING BALANCE:  99,999,999                 CURRENT BALANCE: 999,999,999
   QUANTITY RECEIVED:  99,999,999                QUANTITY USED:   999,999,999

   REORDER POINT:  999,999,999                   REORDER POINT DATE:  MM/DD/CCYY

    DISPOSAL DATE    CRATE   --------LOCATION---------              RECD/
    MM/DD/CCYY       NUMBER  B ROW   SECT  SHELF   FLOOR   BALANCE       SHIP  AMOUNT

    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999
    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999
    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999
    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999
    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999
    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999
    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999
    MM/DD/CCYY       999999  X 999   999   99      XXXX    999,999,999   X    9999999

    PF3:QUIT   PF7:BACK   PF8:FORWARD    PF12:CLEAR
```

When the Update GFM Information Screen is first displayed, it contains the informational message: "ENTER ITEM NUMBER AND PRESS ENTER TO BEGIN". The cursor is positioned in the ITEM NUMBER field.

2.1.1. Add Government Furnished Material Information

To add government furnished material items (supplies) to the data base, enter the following information:

ITEM NUMBER   Mandatory.
                                         Type a valid item number in the ITEM NUMBER
                                         field. Valid format: 1 - 10 alphanumeric characters.

o   Press **[ENTER]** to retrieve the record.

NOTE: If the item number already exists on the data base, the system
             will display fields populated. If the CURRENT BALANCE
             field is not greater than or equal to the STARTING
             BALANCE an informational message "**INCOMPLETE**"
             is displayed next to the ITEM NUMBER FIELD.

             If the item number is entered and does not exist, the message
             "ITEM DOES NOT EXIST. ENTER DATA TO ADD NEW
             ITEM" is displayed. In this case, the ACTION field defaults
             to "A" (add) and the cursor moves to the DESCRIPTION
             field.

             Do not press **[ENTER]** until you have keyed in the
             appropriate fields: DESCRIPTION, UNIT, NUMBER IN
             UNIT, TYPE, STARTING BALANCE and REORDER
             POINT. Please note that DISPOSAL DATE, CRATE
             NUMBER, LOCATION, and RECD/SHIP and AMOUNT
             fields are optional for adding a GFM Item record to the data
             base. (However, the "**INCOMPLETE**" message serves as
             a flag that you need to assign an item to a location in the
             warehouse, now or at a later time.)

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ACTION   Display only.
                                System defaults to an "A" when a new Item
                                Number is added.

DESCRIPTION   Mandatory.
                                Type an appropriate description of the GFM item
                                being stored in the warehouse. Valid format: 1 - 50
                                alphanumeric characters.

UNIT   Mandatory.
                                Type a valid unit code. System populates the field
                                with the description of the code.
                                Valid codes are:

                                B = Box   O = Other
                                C = Case   P = Pallet
                                E = Each

NUMBER IN UNIT   Mandatory.
                                This field is populated with a "1" by the system. If
                                a different amount is contained the unit of storage it
                                should be entered in this field.
                                Valid format: 1 - 6 numeric digits with a value
                                greater than zero (999999).

TYPE   Mandatory.
                                Type a valid type code.
                                Valid codes are:

                                D = Document   M = Merchandise
                                E = Envelope   S = Supplies
                                F = Form

STARTING BALANCE   Optional.
                                Type a beginning inventory balance that is on hand
                                and press **[EOF]**.
                                NOTE: If this field is not keyed in when the item
                                is first entered the value will default to zero.
                                Valid format: 1 - 8 numeric digits with a value not
                                less than zero (99999999).

QUANTITY RECEIVED	Display Only.
CURRENT BALANCE	Display Only.
QUANTITY USED	Display Only.
REORDER POINT	Mandatory. Type in the reorder point balance amount and press **[EOF].** Once the balance falls below the REORDER POINT amount, the system will populate the REORDER POINT DATE with the system date and flag the item at month end to be reordered. Valid format: 1 - 9 numeric digits with a value greater than zero (999999999).
REORDER POINT DATE	Display Only.

Press **[ENTER]**. Information Message: "ADD SUCCESSFUL" is displayed. If the current BALANCE field is not greater than or equal to the STARTING BALANCE, an informational message: "**INCOMPLETE**" is displayed next to the ITEM NUMBER field. This serves as a flag to the user that the location data needs to be added for this item, now or at a later time.

NOTE: For initial entry of GFM detail to the database, crate locations are not mandatory in order to Add an item. However, if a crate location is entered at this time, the following guidelines must be followed.

DISPOSAL DATE   Optional/Mandatory.
Optional for initial entry/Mandatory when location
data is added. Type a valid date after which the
item is to be disposed.***** (Date must be later than
today's date). **If no date is entered, the system
generates a default date of 01/30/2099.** Valid
format: MM/DD/CCYY or MMDDCCYY (it is not
necessary to key in the slashes), where:
MM = month
DD   = day
CC   = century
YY   = year

---

*NOTE: If the DISPOSAL DATE field is **not** keyed in the system will
default this date to 01/30/2099.

CRATE NUMBER   Optional/Mandatory.
Optional for initial entry/Mandatory when location
data is added.
Type in a valid crate number on GFM items being
stored in the warehouse.
Valid format: 1-6 numeric digits greater than zero
(999999).

B   Optional/Mandatory.
Optional for initial entry/Mandatory when location
data is added.
Type the building number where the GFM items are
located in the warehouse.
Valid format: 1 alphanumeric character.

NOTE: At this point the user has the option to list the box at either a
ROW/SECTION/SHELF location or a floor. The box **can not**
be located at both.

ROW   Optional/Mandatory.
Optional for initial entry/Mandatory when location data is added.
Type in a row where the GFM item is located within the building. SECT and SHELF locations are mandatory when ROW location is entered.
Valid format: 1 - 3 numeric digits greater than zero (999).

> **NOTE:**   If an item is stored in a row then it is **mandatory** that the section and shelf location also be included. Otherwise, the floor location is **mandatory**.

SECT   Optional/Mandatory (if ROW entered).
Optional for initial entry/Mandatory when location data is added.
Type in the section location. ROW and SHELF locations are mandatory when SECT location is entered.
Valid format: 1 - 3 numeric digits (999).

SHELF   Optional/Mandatory (if ROW entered).
Optional for initial entry/Mandatory when location data is added.
Type in the shelf location. ROW and SECT locations are mandatory when SHELF location is entered.
Valid format: 1 - 2 numeric digits (99).

FLOOR   Optional/Mandatory (if ROW/SECTION/SHELF not used).
Optional for initial entry/Mandatory when location data is added.
Type in a floor location. If a floor location is entered then the ROW/SECT/SHELF location should **not** be used.
Valid format: 1 - 4 alphanumeric characters.

BALANCE	Display Only.
RECD/SHIP	Optional/Mandatory. Type in an "R" if an item is being received into a specific warehouse location. (This would be the **initial** entry when a detail line is first entered). Type in an "S" if an item is being shipped (removed from a warehouse location).
AMOUNT	Optional/Mandatory. Amount of inventory being shipped or received. Value format: 1 - 7 numeric digits greater than zero (9999999)

o   Press **[ENTER]**.

Your entries will be checked for error(s). If any are found, the error fields are highlighted on the screen. The cursor is placed on first field which is in error, and the appropriate error message is displayed for the field (see Appendix A for a listing of these messages). Correct all errors and press **[ENTER]**.

If no error occurs, the system will display the information in the fields which were entered and the confirmation message "ADD SUCCESSFUL" will be displayed.

> **NOTE:**   To enter a new item number, press PF12 to clear the screen
> and enter the next item number in the ITEM NUMBER field.

2.1.2. Update Government Furnished Material Information

To **update (change)** item number information to the warehouse inventory, perform the following steps:

The Update GFM Information Screen is displayed with the informational message: "ENTER ITEM NUMBER AND PRESS ENTER TO BEGIN". The cursor is positioned in the ITEM NUMBER field.

ITEM NUMBER   Mandatory.
                                               Type in the item number currently on the data base
                                               to be changed.
                                               Valid format: 1 - 10 alphanumeric characters.

System will display the GFM item number in the ITEM NUMBER field, all data fields are populated with GFM item information, and the cursor is positioned on ACTION.

NOTE: If the ITEM NUMBER field is shown as **INCOMPLETE**
            the user can modify the STARTING BALANCE field only.
            An item is considered **INCOMPLETE** when the
            CURRENT BALANCE is less than the STARTING
            BALANCE field. The ACTION field is frozen with an "A"
            (add), and the user can not change ACTION field as displayed
            on the screen

            Once the CURRENT BALANCE is equal to or greater than
            the STARTING BALANCE field, the user is then permitted to
            update optional fields.

ACTION   Mandatory.
                                               Type "C" (change/update) in this field. (See note
                                               box above).

DESCRIPTION   Optional.
                                               Type in a new appropriate description of the GFM
                                               item being stored. Press **[EOF]**.
                                               Valid format: 1 - 50 alphanumeric characters.

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UNIT

Optional.
Type in a valid unit code. System populates the field with the description of the code.
Valid codes are as follows:

B = Box   O = Other
C = Case   P = Pallet
E = Each

NUMBER IN UNIT

Optional.
Type in the amount contained in each unit of storage and press **[EOF]**.
Valid format: 1 - 6 numeric digits with a value greater than zero. (999999).

TYPE

Optional.
Key in a valid type code.
Valid codes are as follows:

D = Document   M = Merchandise
E = Envelope   S = Supplies
F = Form

STARTING BALANCE

Optional.
Type in the modified inventory on hand and press **[EOF]**.
NOTE: If this field is not keyed in when item is first entered it will default to zero.
Valid format: 1 - 8 numeric digits with a value not less than zero (99999999).

REORDER POINT DATE

Quantity received current balance quantity used.

REORDER POINT

Optional.
Type in the reorder point balance amount and press **[EOF].** Once the balance falls below the Reorder Point amount, the system will populate the REORDER POINT DATE with the system date and flag this item at month end to be reordered.
Valid format: 1 to 9 numeric digits with a value greater than zero (999999999).

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DISPOSAL DATE	Optional. Type in a valid date after which the item is to be disposed. (Date must be later than today's date). **If no date is keyed in the system generates a default date of 01/30/2099.** Valid format: MM/DD/CCYY or MMDDCCYY (it is not necessary to key in the slashes), where: MM = month DD = day CC = century YY = year
CRATE NUMBER	Optional. Type in a valid crate number on GFM items being stored in the warehouse. Valid format: 1-6 numeric digits greater than zero (999999).

NOTE: During an Add or Change, the CRATE NUMBER field is accessible when a new detail record is being stored on the data base. However, if a detail line is being modified the CRATE NUMBER field is protected.

B	Optional. Type the building number where the GFM items are located in the warehouse. Valid format: 1 alphanumeric character.
ROW	Optional. Type in a row where the GFM item is located within the building. SECT and SHELF locations are mandatory when ROW location is entered. Valid format: 1 - 3 numeric digits greater than zero (999).

NOTE: If an item is stored in a row then it is **mandatory** that the section and shelf location also be included. Otherwise, the floor location is **mandatory**.

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SECT   Optional.
                            Type in the section location. ROW and SHELF
                            locations are mandatory when SECT location is
                            entered.
                            Valid format: 1 - 3 numeric digits (999).

SHELF   Optional.
                            Type in the shelf location. ROW and SECT
                            locations are mandatory when SHELF location is
                            entered.
                            Valid format: 1 - 2 numeric digits (99).

FLOOR   Optional.
                            Type in a floor location. If a floor location is
                            entered then the ROW/SECT/SHELF location
                            should **not** be used.
                            Valid format: 1 - 4 alphanumeric characters.

RECD/SHIP   Optional.
                            Type in an "R" if an item is being received into a
                            specific warehouse location. (This would be the
                            initial entry when a detail line is first entered).
                            Type in an "S" if an item is being shipped (removed
                            from a warehouse location).

AMOUNT   Optional.
                            Amount of inventory being shipped or received.
                            Value format: 1 - 7 numeric digits greater than zero
                            (9999999)

o   Press **[ENTER]**.

Your entries will be checked for errors. If any are found, the error fields are highlighted
on the screen. The cursor is placed on the first field which is in error, and the appropriate
error message is displayed for the field (see Appendix A for a listing of these messages).
Correct all errors and press **[ENTER]**.

If no error occurs, the system will display the information in all the fields which were
entered and the confirmation message, "CHANGE SUCCESSFUL" will be displayed.

NOTE: To enter a new item number, press PF12 to clear the screen
              and enter the item number in the ITEM NUMBER field.

2.1.3. Delete Government Furnished Material Information

To **delete** item number information, perform the following steps:

The Update GFM Information Screen is displayed with the informational message: "ENTER ITEM NUMBER AND PRESS ENTER TO BEGIN". The cursor is positioned in the ITEM NUMBER field.

ITEM NUMBER	Mandatory. Type in the item number currently on the data base to be deleted.
ACTION	Mandatory. Type D (delete) in this field.

o   Press **[ENTER]**.

The cursor will return to the ACTION field, the item number is highlighted and the message: "TO CONFIRM DELETE RE-ENTER ACTION D OR PRESS PF12 TO CANCEL" is displayed.

o   Type "D" in the ACTION field. Press **[ENTER]**.

The "DELETE SUCCESSFUL" message will be displayed.

> **NOTE:**   A GFM item can not be deleted until the **INCOMPLETE** message goes away. (This occurs once the item has been received into the warehouse by the CURRENT BALANCE being equal to or greater than the STARTING BALANCE.)
>
> Once an item number is deleted, the user may view the record only. The location detail information will not be displayed. No other functions (A-add, C-change, D-delete) are allowed.

2.2. UPDATE DOCUMENT INFORMATION SCREEN [TRANID = W201]

The Update Document Information Screen allows the user to add, change, and delete archived boxes which are stored in the WIR data base.

To access this screen:

      o   Sign on to CICS,

      o   Type W201 in the top left-hand corner of the CICS screen,

      o   Press **[ENTER]**.

The Update Document Information Screen will be displayed with the GFM data, and the information message: "ENTER BOX NUMBER AND PRESS ENTER TO BEGIN".

```
W201               WAREHOUSE INVENTORY REPORTING SUBSYSTEM        TIME:08:46:37
GSWIR201                  UPDATE DOCUMENT INFORMATION             DATE:10/27/92


    BOX NUMBER: XXXXXXXXXX           ACTION: (A-ADD/C-CHANGE/D-DELETE)

   DESCRIPTION: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

  DISPOSAL DATE: MM/CCYY

      LOCATION:  B    ROW    SECT    SHELF    FLOOR

                 X    999    999    99       XXXX




   PF3: QUIT    PF12: CLEAR
```

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2.2.1. Add Box Number Information

To **add** box number information to the data base, perform the following steps:

BOX NUMBER   Mandatory.
                                        Type a valid box number in the BOX NUMBER field.
                                        Valid format: 1 - 10 numeric digits.

o   Press **[ENTER]**.

> **NOTE:** If the Box Number does not exist in the database, the ACTION field defaults to an A (add). The information message: "ADDING NEW BOX NUMBER - ENTER DATA OR USE PF12 TO EXIT ADD MODE" is displayed. Cursor is set on the DESCRIPTION field.

DESCRIPTION   Mandatory.
                                        Type a valid description of the document in the DESCRIPTION field.
                                        Valid format: 1 - 50 alphanumeric characters.

DISPOSAL DATE   Mandatory.
                                          Type a valid date the document is to be archived from the warehouse.*
                                        Valid format: MMCCYY or MM/CCYY, where:
                                        MM = month
                                        CC = century
                                        YY = year

> ***NOTE:** If a disposal date is **not** keyed in the DISPOSAL DATE field, the system will default this date to 01/2099.

B	Mandatory. Type in a valid building location. Valid format: 1 alphanumeric character.

> **NOTE:** At this point the user has the option to list the box at either a ROW/SECTION/SHELF location or a FLOOR. The box **can not** be located at both.

ROW	Optional/Mandatory. Optional for initial entry; mandatory when location data is added. Type in a row where the archive box is located within the building. SECT and SHELF locations are mandatory when ROW location is entered. Valid format: 1 - 3 numeric digits greater than zero (999).
SECT	Optional/Mandatory (if row entered). Optional for initial entry; mandatory when location data is added. Type in the section location. ROW and SHELF locations are mandatory when SECT location is entered. Valid format: 1 - 3 numeric digits (999).
SHELF	Optional/Mandatory (if row entered). Optional for initial entry; mandatory when location data is added. Type in the shelf location. ROW and SECT locations are mandatory when SHELF location is entered. Valid format: 1 - 2 numeric digits (99).
FLOOR	Optional/Mandatory (if ROW/SECTION/SHELF not used). Optional for initial entry; mandatory when location data is added. Type in a floor location. If a floor location is entered then the ROW/SECT/SHELF location should **not** be used. Valid format: 1 - 4 alphanumeric characters.

o   Press **[ENTER]**.

Your entries will be checked for errors. If any are found, all the error fields are highlighted on the screen, and the cursor is placed on the first field which is in error. The appropriate error message is displayed for the field (see Appendix A for a listing of these messages). Correct all errors and press **[ENTER]**.

If no error occurs, the system will display the information in the fields which were entered, and the message: "ADD SUCCESSFUL" is displayed.

NOTE: To enter a new box number, press **[PF12]** to clear the screen and enter the next box in the BOX NUMBER field.

2.2.2. Update Box Number Information

To **update (change)** box number information, perform the following steps:

The system will display the Update Document Information Screen and an information message: "ENTER BOX NUMBER AND PRESS ENTER TO BEGIN".

ITEM NUMBER　　　　　Mandatory.
　　　　　　　　　　　Type a valid box number in the BOX NUMBER field.
　　　　　　　　　　　Valid format: 1 - 10 alphanumeric characters.

o　　　Press **[ENTER]**.

All data fields will be populated with the archived box information and the cursor is positioned on ACTION.

ACTION　　　　　　　Mandatory.
　　　　　　　　　　　Type "C" (change/update) in the ACTION CODE field.

DESCRIPTION　　　　　Optional.
　　　　　　　　　　　Type in a valid description and press **[EOF]**.
　　　　　　　　　　　Valid format: 1 to 50 alphanumeric characters.

DISPOSAL DATE　　　　Optional.
　　　　　　　　　　　Type in a valid disposal date.
　　　　　　　　　　　Valid format: MMCCYY or MM/CCYY where
　　　　　　　　　　　MM = month
　　　　　　　　　　　CC = century
　　　　　　　　　　　YY = year

B   Optional.
                                   Type in a valid building number.
                                   Valid format: 1 alphanumeric character.

NOTE: At this point the user has the option to change the box at either
             a ROW/SECTION/SHELF location or a FLOOR. The box can
             not be located at both.

ROW   Optional.
                                   Type in a row where the archive box is located within the
                                   building. SECT and SHELF locations are mandatory when
                                   ROW location is entered.
                                   Valid format: 1 - 3 numeric digits greater than zero (999).

SECT   Optional.
                                   Type in the section location. ROW and SHELF locations
                                   are mandatory when SECT location is entered.
                                   Valid format: 1 - 3 numeric digits (999).

SHELF   Optional.
                                   Type in the shelf location. ROW and SECT locations are
                                   mandatory when SHELF location is entered.
                                   Valid format: 1 - 2 numeric digits (99).

FLOOR   Optional.
                                   Type in a floor location. If a floor location is entered then
                                   the ROW/SECT/SHELF location should **not** be used.
                                   Valid format: 1 - 4 alphanumeric characters.

o   Press **[ENTER]**.

Your entries will be checked for errors. If any are found, all the error fields are
highlighted on the screen, and the cursor is placed on the first field which is in error. The
appropriate error message is displayed for the field (see Appendix A for a listing of these
messages). Correct all errors and press **[ENTER]**.

If no error occurs, the Update Document Information Screen will be displayed, the
system will display information in all fields, and the message: "CHANGE
SUCCESSFUL".

2.2.3. Delete Box Number Information

To **delete** box number information, perform the following steps:

The system will display the Update Document Information Screen and an information message: "ENTER BOX NUMBER AND PRESS ENTER TO BEGIN".

BOX NUMBER   Mandatory.
                          Type a valid box number in this field.

o   Press **[ENTER]**.

The system displays archive document information populated in all fields. Cursor is positioned on the ACTION field.

ACTION   Type "D" (delete) in the field.

o   Press **[ENTER]**.

The cursor will return to the ACTION field, the box number is highlighted and the message: "TO CONFIRM DELETE RE-ENTER ACTION D".

o   Press **[ENTER]**.

The message: "DELETE SUCCESSFUL, PRESS PF12 TO CONTINUE" is displayed.

NOTE: Once a box number has been deleted the user is not permitted to browse the record. Information message: "THIS BOX HAS BEEN DELETED, CANNOT BE ACCESSED" is displayed on the screen.

2.3. PORTFOLIO RETRIEVAL INQUIRY SCREEN [TRANID = W203]

The Portfolio Retrieval Inquiry Screen (W203) allows the user to determine the status of a previously entered non-image request via the Common Services for Borrowers (CSB) Common Retrieval screen (microfilm or microfiche copy, or original document).

To access this screen:

    o   Sign on to CICS,

    o   Type W203 in the top left-hand corner of the CICS screen,

    o   Press **[ENTER]**.

```
 (W203)              PORTFOLIO RETRIEVAL INQUIRY SCREEN           99/99/99
                                                                  HH:MM:SS
 SSN:   X XXX-XX-XXXX

         DEBTOR'S LAST NAME:     XXXXXXXXXXXXXXXXXXXXXXXXXX
         DEBTOR'S FIRST NAME:    XXXXXXXXXXXXXXXXXXXXXXXXXX
         DEBTOR'S MIDDLE NAME:   XXXXXXXXXXXXXXXXXXXXXXXXXX

 STATUS OF RETRIEVAL REQUEST(S):

                    REQ          STATUS         COMP     USER    REQUESTOR
    DEBT ID:        DATE    F/P C/O/V CD I/P    DATE      ID     LAST NAME
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX
 XXXXXXXXXXXXXXXX 99/99/99   X    X    X   X   99/99/99  XXXXXX XXXXXXXXXXX


 PF3:EXIT    PF5:CLEAR    PF7:BACK    PF8:FORWARD                99 OF 99
```

When the Portfolio Retrieval Inquiry Screen is first displayed it contains the informational message: Type in SSN and 1 or press **[ENTER]**.

2.3.1. Determine the Status of a Previously Entered Request

1.   Normally, this screen will have the SSN passed to it from the screen the user was on previously. Pressing the **[ENTER]** key will cause all the requested debts for that displayed account to be accessed. Pressing the **[PF5]** key will clear the SSN field to allow other accounts to be queried.

2.   Line 23 of the screen will be reserved as an information message line.

3.   If retrieval of more than ten debts for the referenced SSN has been made in the last 30 calendar days, the user can press the **[PF8]** key to review other debts for the same account. If more than ten debts were targeted, the number of screens queued and the logical screen displayed (e.g., 2 of 8) is shown in the lower right hand corner of the screen. Pressing the **[PF8]** key will sequence the user through each screen up to ten debts each. Similarly **[PF7]** will sequence the user back-wards through the screens. Pressing the **[PF8]** key while on the last screen in the sequence will cause a message reading, "LAST PAGE" to be displayed on the information line of the screen. Likewise, pressing the **[PF7]** key while on the first screen in the sequence will cause a message reading "FIRST PAGE" to appear on the information line.

4.   Status is maintained for thirty days. After that time, activity on an individual case will not be available on this screen if any of the following status codes: C, M, 6, or 9 are displayed.

FIELD NAME	TYPE	DEFINITION
SSN	Mandatory 10 X	Social Security number for the account being queried.
DEBTOR'S LAST NAME	Display 30 X	The debtor's last name. Field is populated from the data base.
DEBTOR'S FIRST NAME	Display 30 X	The debtor's first name. Field is populated from the data base.
DEBTOR'S MIDDLE NAME	Display 30 X	The debtor's middle name. Field is populated from the data base.
DEBT ID	Display 16 X	The debt number of a debt found in the status file as having imaging or warehouse activity within the last thirty days. This field is populated from the data base.
REQ DATE	Display 08 X	The date the file activity was requested for the debt referenced in the associated debt ID field. This field is populated from the data base.

FIELD NAME	TYPE	DEFINITION
F/P	Display 01 X	This field contains an "F" for "Full Folder Contents" or "P" for "Promissory Note Only" and is populated from the data base. It indicates the documents requested in connection with the debt in the associated debt ID field.
C/O/V	Display 01 X	This field contains a "C" for "Copies" or "O" for "Original" or "V" for "View" and is populated from the data base. It indicates the documents requested in connection with the debt in the associated debt ID field.
I/P	Display 01 X	This field contains an "I" for an imaged or a "P" for a paper document. It indicated the documents requested in connection with the debt in the associated debt ID field.
STAT CODE	Display 01 X	This field is populated from the data base and indicates the status of the request for the associated debt ID. Values for this field are shown in Status Reporting Table below.
COMP DATE	Display 08 X	This field is the date the request was satisfied or rejected by the warehouse staff. It is populated from the data base.
USER ID	Display 06 X	This field is the user ID of the user requesting the activity for the associated debt ID. This field is populated from the data base.
REQUESTOR LAST NAME	Display 12 X	This field contains the last name of the user whose user ID is referenced in the user ID field. This field is populated from the data base.

STATUS REPORTING TABLE

Status Code Values and Meanings

Status Code	Meaning
C	Retrieval. copies shipped to requestor.
M	Manual photocopying of folder contents completed.
P	Retrieval in process.
R	LPRR received on mainframe. Download pending.
6	Request cannot be filled. Original P-note unavailable. Copy available.
9	Requests cannot be filled. Folder unavailable.
U	Folder was not fully imaged.
X	HEAF amount. Bypass imaging and WHSE System.

Status Code	Situation Described
C	The retrieval requested was fulfilled and shipped to the requestor.
M	Manual photocopying of the retrieved documents has been completed and is awaiting shipment.
P	The retrieval request is in the process of being filled. RDM has received the request from the mainframe.
R	LPRR received on mainframe. Download pending.
6	Request cannot be filled. Original P-note unavailable. Copy available.
9	Request cannot be filled. Folder unavailable.

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APPENDIX A: SYSTEM MESSAGES

Message	Definition
<ACTION C IGNORED. NO CHANGES FOUND>	User keyed in a C in the ACTION field. [ENTER] was pressed without changing any data.
<ADD SUCCESSFUL>	Confirmation message indicates that item number information has been successfully added.
<BUILDING NUMBER IS REQUIRED>	The user has not entered the building code, enter a valid code for building. Valid format is one alphanumeric character.
<CHANGE SUCCESSFUL>	Confirmation message indicates that the item number information has been successfully updated.
<CRATE NUMBER MUST BE GREATER THAN ZERO>	The user has tried to key zeroes in the CRATE NUMBER field. Value needs to be greater than zero.
<DELETE SUCCESSFUL>	Confirmation message indicates that item number information has been successfully deleted. If user desires to process another action press PF12 to clear the screen.
<DESCRIPTION IS A REQUIRED FIELD>	The user has not entered the description, key text into the DESCRIPTION field.
<DISPOSAL DATE MUST BE GREATER THAN TODAY>	The user has entered a date earlier than today's date. Correct the date to a date greater than today.
<DISPOSAL DATE MUST BE VALID MM/DD/CCYY FORMAT>	The user has entered a date not in the correct format. Correct the date to a format of MM/DD/CCYY with the slashes.
<DUPLICATE CRATE NUMBER>	The user has entered a crate number for this item that already exists. Change the crate number entered or update the existing crate.
<ENTER ITEM NUMBER AND PRESS ENTER TO BEGIN>	Presented on the initial screen. Prompts user to enter first item number to be processed.
<ENTIRE DETAIL LINE MUST BE ENTERED>	The user has left out a field while entering the item location data. The cursor is positioned on the appropriate field(s) left blank.
<FIRST CRATE SHOWN CANNOT SCROLL BACK>	The user has pressed [PF7] to scroll CRATE detail backwards beyond the first record.
<FLOOR MUST BE ALPHA OR NUMERIC>	The user has keyed in a special character. Valid entries are A-Z or 0-9.
<INITIAL ENTRY MUST BE ITEMS RECEIVED>	The user has keyed in the disposal, date, crate number, and location and pressed [ENTER] without receiving an amount. Finish detail line then press [ENTER].
<INVALID ACTION CODE ENTERED>	The user has entered an action other than "A", "C", or "D" in the ACTION field.
<INVALID PF KEY, PRESS PF12 TO CLEAR OR PF3 TO LOGOFF>	An incorrect PF key has been pressed. Select another PF KEY with a valid function.

W200 - Update GFM Information

Message	Definition
<INVALID STARTING BALANCE, MAXIMUM VALUE IS 99,999,999>	The user has keyed in more than eight numeric digits. EOF should be pressed and new starting balance reentered not to exceed eight digits. Maximum value is 99,999,999 (Ex. 99999999).
<INVALID TYPE: VALID CODES ARE D, E, F, M, OR S >	The user has entered an incorrect value in the TYPE field. Valid values are: "D", "E", "F", "M", or "S".
<INVALID UNIT AMOUNT, MAXIMUM VALUE IS 999,999>	The user has keyed more than six numeric digits.
<INVALID UNIT VALID CODES ARE: B, C, E, O, OR P>	The user has entered an incorrect value for the unit in the UNIT field. Valid values are "PALLET", "CASE", "BOX", "EACH", and "OTHER".
<ITEM DOES NOT EXIST. ENTER DATA TO ADD NEW ITEM>	The user has keyed in an item not already on the data base. Data mandatory needs to be entered.
<ITEM EXISTS: ONLY VALID ACTIONS A RECORD>	The user has entered an "A" in the ACTION field. The item on the screen already exists.
<ITEM HAS BEEN DELETED. ENTER PF12 TO CONTINUE>	This message indicates the user has attempted to retrieve an item that has previously been deleted. [PF12] will clear the screen and allow entry of a new item number.
<ITEM NUMBER MUST BE ALPHA OR NUMERIC>	The user has keyed in a special character. The only valid entries are A-Z or 0-9.
<LAST CRATE SHOWN. CANNOT SCROLL FORWARD>	The user has pressed [PF8] to scroll but the display is at the last detail line entered.
<LOGOFF>	System prompt to logoff the system. Press [ENTER] to logoff.
<NO ACTION CODE ENTERED>	User has pressed [ENTER] and failed to put "A", "C" or "D" in the ACTION field.
<NUMBER IN UNIT IS A REQUIRED FIELD>	The user has not entered the number in unit, key in a numeric value for the NUMBER IN UNIT field.
<NUMBER IN UNIT MUST BE A POSITIVE NUMBER>	The user has entered a value less than zero in the NUMBER IN UNIT field. Enter a value greater than zero.
<PLEASE ENTER ROW/SECTION/SHELF OR FLOOR, NOT BOTH>	The user has entered the above information; verify the information and key either valid floor in the FLOOR field or the valid data in the ROW/SECTION/SHELF fields.
<REORDER POINT MUST BE A POSITIVE NUMBER>	The user has entered a value less than zero in the REORDER POINT field. Enter a value greater than zero.
<ROW AND FLOOR CANNOT BE COMBINED>	The user has entered both a row and a floor code. These fields cannot be combined. Remove one of the entries.
<ROW/SECTION/SHELF MUST ALL BE ENTERED>	The user has entered a row section or shelf without one of the other fields. All three fields are required if one is coded.
<SECTION AND FLOOR CANNOT BE COMBINED>	The user has entered both a section and a floor code. These fields cannot be combined. Remove one of the entries.

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W200 - Update GFM Information

Message	Definition
<SHELF AND FLOOR CANNOT BE COMBINED>	The user has entered both a shelf and a floor code. These fields cannot be combined. Remove one of the entries.
<SHIP AMOUNT CANNOT BE GREATER THAN BALANCE>	The user has keyed an amount larger than the present balance on hand. Amount has to be < or = BALANCE.
<SHIPPING/RECEIVING AMOUNT MUST BE GREATER THAN ZERO>	The user has keyed in a negative value or one equal to zero.
<SHIPPING/RECEIVING MUST BE S OR R>	The user has keyed a numeric or an alpha numeric not equal to "S" or "R".
<STARTING BALANCE MUST BE ZERO OR A POSITIVE NUMBER>	The user has keyed in a negative number. Press [EOF].
<TO CONFIRM DELETE: RE-ENTER ACTION D OR PRESS PF12 TO CANCEL>	Information message (prompts) to confirm the delete request. Press [ENTER] to delete.
<TYPE IS A REQUIRED FIELD>	The user has not entered the type , key a valid value in the TYPE field.
<UNIT IS A REQUIRED FIELD>	The user has not entered the unit, key the unit in the UNIT field.
<VALUE MUST BE GREATER THAN ZERO>	LOCATION fields must be greater than zero.

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Message	Definition
<ADDING NEW BOX NUMBER - ENTER DATA OR USE PF12, TO EXIT/ADD/MOD>	This message indicates the box number entered by user does not exist. To add a new box number the user must enter data or clear the screen. Press [PF12] to clear/start over.
<BOX DATA ALREADY DELETED, USE PF12 TO CONTINUE>	This message indicates the user has pressed [ENTER] after a successful delete. If the user desires to process another action, [PF12] must be pressed to clear screen.
<CHANGE IGNORED - DATA FOR BOX HAS NOT CHANGED>	This message indicates the user pressed [ENTER] while the action code was "C" (CHANGE) without changing data or the same information in data fields was rekeyed.
<CHANGE SUCCESSFUL>	Confirmation message indicating that the box number information has been successfully updated.
<DELETE SUCCESSFUL, USE PF12 TO CONTINUE>	Confirmation message indicating that box number information has been successfully deleted. If the user desires to process another action, he/she must press <PF12> to clear the screen.
<DISPOSAL MONTH/YEAR MUST BE > MMCCYY	The user has entered a disposal month/year that is earlier than the current system date; message will display the current date MMCCYY.
<ENTER BOX NUMBER AND PRESS ENTER TO BEGIN>	The user has not entered the box number; verify information and type a valid box number in the BOX NUMBER field. Valid format is one to ten alphanumeric characters.
<INVALID ACTION CODE FOR EXISTING BOX, MUST BE C OR D>	Indicates the box number already exists in the data base. The only actions could take place is "C" (CHANGE) or "D" (DELETE).
<INVALID BOX NUMBER ENTERED>	The user has entered a special character. The BOX NUMBER field must be a positive numeric value greater than zero.
<INVALID DATE - PLEASE RE-ENTER IN MMCCYY FORMAT>	This message indicates an invalid date has been entered; verify the information and rekey a valid date in DISPOSAL DATE field.
<INVALID PF KEY ENTERED>	An incorrect PF key has been pressed. Select another PF KEY with a valid function.
<LOGOFF>	System prompt to logoff the system. Press [ENTER] to logoff.
<NON-NUMERIC NUMBER ENCOUNTERED>	This message indicates the field which is in error must have a numeric value and a non-numeric character has been keyed in the field. Verify the information and reenter the valid data.
<PLEASE COMPLETE ROW/SECTION/SHELF ENTRIES>	The user has not entered one or two of the above mentioned fields. The user must make sure the valid information is keyed in the ROW, SECTION, and SHELF fields.
<PLEASE ENTER A BUILDING CODE>	The user has not entered the building code. Enter a valid code for building. Valid format is one alphanumeric character.

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APPENDIX A: SYSTEM MESSAGES

W201 - Update Document Information

Message   Definition

<PLEASE ENTER AN ACTION CODE>   The user has not entered the action code. Key a valid action
                                                        code in the ACTION CODE field. Valid format is "C"
                                                        (UPDATE or CHANGE) or "D" (DELETE).

<PLEASE ENTER DESCRIPTION>   The user has not entered the description; key the description in
                                                        the DESCRIPTION field. Valid format is one to fifty
                                                        alphanumeric characters.

<PLEASE ENTER DISPOSAL DATE -   The user has not entered the disposal date. Verify the
USE MMCCYY FORMAT>   information and enter a valid date in DISPOSAL DATE field
                                                        MMCCYY format.

<PLEASE ENTER EITHER   The user has entered data in both the FLOOR and (ROW,
ROW/SECTION/SHELF OR FLOOR, NOT   SECTION AND SHELF) fields. Make sure to enter data
BOTH>   either in the FLOOR field or the other three fields (ROW,
                                                        SECT, SHELF).

<PLEASE ENTER   The user has not entered the above information, verify the
ROW/SECTION/SHELF OR FLOOR   information and key either valid floor in FLOOR field or the
DATA>   valid data in the ROW, SECT and SHELF fields.

<THIS BOX HAS BEEN DELETED,   The box number is already deleted. The user cannot have
CANNOT BE ACCESSED>   access.

<TO CONFIRM DELETE: SET ACTION   Information message (prompt) to confirm the delete request.
TO D AGAIN, PRESS ENTER>   Enter an action of D and press [ENTER]. Note that pressing
                                                        any other key or not entering "D" in ACTION field will halt
                                                        the delete request.

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W203 - Portfolio Retrieval Inquiry

Message	Definition
<FIRST PAGE>	Informational message that this is the first page of data.
<INVALID SSN - PLEASE VERIFY AND RE-ENTER>	The user has keyed an invalid SSN. Change the SSN.
<LAST PAGE>	Informational message that this is the last page of data.
<NO REQUESTS FOUND FOR THIS ACCOUNT>	Informational message that no request has been sent for this account.
<SSN MUST BE NUMERIC - PLEASE RE-ENTER>	The user has keyed an invalid SSN. SSN must be numeric. Change the SSN.
<TYPE IN SSN AND/OR PRESS <ENTER>>	System prompt to logoff the system. Press [ENTER] to logoff.
<TYPE IN SSN AND/OR PRESS <ENTER>>	Prompts the user to enter SSN to be processed

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APPENDIX B: IDD RECORD REPORT

TITLE
Update GFM Information Screen

PURPOSE
GSWIR200 allows the user to add, change, and delete GFM items which are stored in the Warehouse Inventory Reporting data base.

PROGRAM
GSWIR200

SPECIAL NOTES
None.

FIELDS:

ENGLISH NAME/DESCRIPTION	REFERENCE
ITEM NUMBER	ITEM NUMBER
Alphanumeric item identifier.	
ACTION	GSWIR000A-COMM0001
Entered value of "A", "C", or "D" (Add, Change, Delete) which flags the program what type of ACTION is being performed.	
DESCRIPTION	DESCRIPTION
Description text field.	
UNIT	UNIT
The type of unit holding multiple individual items.	
NUMBER IN UNIT	NUMBER-IN-UNIT
Number in unit.	
TYPE	TYPE
What type of inventory the item is (i.e., envelope, form, document, merchandise, or supplies.)	
STARTING BALANCE	STARTING-BALANCE
Beginning balance of the item in the warehouse.	

ENGLISH NAME/DESCRIPTION   REFERENCE
--   ----------------------------

CURRENT BALANCE   GSWIR200A-CALC0001

>   Calculated field which is a total balance on all crates
>   received on an item at each location minus what has been
>   shipped.

QUANTITY RECEIVED   GSWIR200A-CALC0002

>   Calculated field which is a total balance of all items.

REORDER POINT   REORDER-POINT

>   The quantity below which the item needs to be recorded.

REORDER POINT DATE   REORDER-POINT-DATE

>   The date when reorder point is reached.

DISPOSAL DATE   DISPOSAL-DATE

>   Date when an item needs to be disposed - CCYYMMDD.

CRATE NUMBER   CRATE-NUMBER

>   The number identifying a storage crate.

B   BUILDING

>   Specifies building where an item is located.

ROW   ROW

>   Warehouse row number.

SECT   SECTION

>   Warehouse section number within a row.

SHELF   SHELF

>   Warehouse shelf within a section.

WAREHOUSE INVENTORY REPORTING

ENGLISH NAME/DESCRIPTION   REFERENCE
---   ----------------------------

FLOOR   FLOOR-LOCATION

    Coordinates for use with a warehouse floor grid map.

BALANCE   CURRENT-BALANCE

    Current inventory balance of an item.

RECD/SHIP   GSWIR200A-COMM0001

    Entered value of "R", or "S" (Received, Ship) which flags
the program whether items are being received or shipped in
warehouse.

AMOUNT   GSWIR200A-CALC0004

    Amount of items that are actually received or shipped in (or
out of) the warehouse. This is added to, or subtracted from
other calculated fields.